



## OFFICIAL ADULT or CHILD NEW/ RENEWAL



**Note:** Previous fee/no-fee passport counts as a renewal. All Original documents must be submitted with the passport application. Documents must have raised seal or original signature from the state register clerk or deputy of court from the state. Extracts, Abstracts, Judge Advocate General or Notary seals are not accepted.

To begin the application process, first go to <http://travel.state.gov/> and fill in the application that will be submitted in person at the installation's Passport Office.

**Form DS-11: (ALL CHILDREN AND FIRST TIME ADULTS)**

**Form DS-82: (ADULT RENEWALS WITH PASSPORT STILL IN THEIR POSSESSION)**

Create/submit; **ONLY** print pages 5&6 (Last two pages)

**Note:** Fill in the address field for the Tourist Passport application as: **USAG WIESBADEN • UNIT 29623 BOX 0052 • APO AE 09005-9623**; in the field as the response to the question "In care of," use "**Wiesbaden**"; Permanent address field should be answered "NO," and will prompt a pop-up for entering a mailing address.

**TIP:** When applicant is prompted with the question about Passport Book, **TO PRINT:** after reviewing edit page click next which will be the pay page, make a selection then click next, this will get them to the last page to print. Go to the bottom and check the box ("I have read and understand ...") then click on **CREATE FORM ...** wait a moment ... then click on **OPEN** and print pages 5&6 **ONLY (LAST TWO PAGES)**

**(NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED)**

- 1) **Each applicant must apply in person**
- 2) **Military Active Duty:** A) Memo with CMD approval & countries to be visited B) Proof of travel, i.e. 1610 (TDY orders), Tasker, PCS orders to new duty station requiring official passport. (when no proof of travel available, Commanders Waiver memo signed by O-6). C) DD form 1056 (filled out by S-1).
- 3) **Military family members:** A) Sponsors orders to Germany listing family members. B) DD form 1056 filled out by sponsor's S-1 and sponsor's PCS orders to new duty station requiring official passport.
- 4) **Civilians:** A) Orders to Germany or Transportation agreement B) SF-50 C) DD Form 1056, filled out by your HR department D) Travel orders to new duty station requiring official passport.
- 5) **Civilian employees (Local Hire):** A) Letter from your organization stating need for Official Passport B) SF-50 /Orders or contract C) DD Form 1056 filled out by your HR department D) Travel orders to new duty station requiring official passport.
- 6) **AAFES:** Authorization PCS travel & memo requesting No fee Passport. D) Travel orders to new duty station requiring official passport.
- 7) If there any name changes/corrections from expiring passport please bring in the original, document i.e. Marriage certificate; divorce decree.
- 8) **PHOTOS:** Two, **identical** (2-by-2 inch), taken within six months. Pictures can be taken at:  
A) Clay Kaserne Food Court (Note cost: 5 euro **COINS**)  
B) Photo Lab on Clay Kaserne by appointment at [www.vios.army.mil](http://www.vios.army.mil) (CAC required); or using AKO (username & password): [www.vios-akoeast.army.mil](http://www.vios-akoeast.army.mil); or call DSN: 546-6105/6108 or CIV: (0611) 143-546-6105/6108.

### **HOURS OF OPERATION**

Monday, Wednesday, and Friday: 08:30-11:30 a.m. (WALKINS) and 13:00-15:30 p.m. (APPTS)

Thursday: 09:00-11:30 (APPTS) and 13:00-16:00 (WALKINS); Evenings by Appointment **ONLY** (16:30-18:00)

**CLOSED TUESDAYS & ALL FEDERAL HOLIDAYS**

**APPOINTMENTS:** <https://rapids-appointments.dmdc.osd.mil/default.aspx>

**Contact Info:** DSN: 548-1605/1603/1606; CIV: (0611) 143-548-1605/1603/1606

**Email:** [usarmy.wiesbaden.imcom-europe.list.passport-office@mail.mil](mailto:usarmy.wiesbaden.imcom-europe.list.passport-office@mail.mil)